

**PROCEEDINGS OF THE BROWN COUNTY
PUBLIC SAFETY COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Public Safety Committee was held on Thursday, July 12, 2018 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Buckley, Supervisor Borchardt, Supervisor Gruszynski, Supervisor Nicholson, Supervisor Schadewald
Also Present: Jail Lieutenant John Mitchell, Chief Deputy Todd Delain, Emergency Management Director Jerad Preston, Public Safety Communications Director Cullen Peltier, Clerk of Courts John Vander Leest

I. Call meeting to order.

The meeting was called to order by Chair Buckley at 6:00 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Schadewald, seconded by Supervisor Nicholson to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/Modify Minutes of June 6, 2018.

Motion made by Supervisor Nicholson, seconded by Supervisor Schadewald to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Comments from the Public. None.

1. Review Minutes of:

a. Fire Investigation Task Force Board of Directors (March 12, 2018).

Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

b. Fire Investigation Task Force General Membership (March 8, 2018).

Motion made by Supervisor Gruszynski, seconded by Supervisor Borchardt to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

c. Traffic Safety Commission (April 10, 2018).

Motion made by Supervisor Gruszynski, seconded by Supervisor Borchardt to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Medical Examiner

2. Budget Status Financial Report for May 2018.

Motion made by Supervisor Schadewald, seconded by Supervisor Nicholson to take Items 2 & 3 together. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by Supervisor Schadewald, seconded by Supervisor Gruszynski to receive and place on file Items 2 & 3. Vote taken. **MOTION CARRIED UNANIMOUSLY**

3. 2018 Medical Examiner Activity Spreadsheet.

See action at Item 2 above.

Circuit Courts, Commissioners, Probate

4. Budget Status Financial Reports for April and May 2018.

Motion made by Supervisor Nicholson, seconded by Supervisor Borchardt to take Items 4 & 5 together. Vote taken.
MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file Items 4 & 5.
Vote taken. MOTION CARRIED UNANIMOUSLY

5. Director's Report.

See action at Item 4 above.

Emergency Management

6. Budget Status Financial Report for May 2018.

Emergency Management Director Jerad Preston informed there have not been any unexpected expenses and they are in good shape.

Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

7. Director's Report.

Preston recalled that at the last meeting Supervisor Schadewald asked him to bring back the questions FEMA had on the mitigation plan. FEMA's questions were related to how Planning came up with the rate they were going to charge against the grant for the in-kind match. Preston got the answers from Planning and forwarded them on to FEMA and they seem to be happy with those answers.

Preston also noted there was recently a missing child in Howard and the Sheriff's Department requested Emergency Management to send out a code red. The code red message was sent out to about 23,000 and the missing child was located about 8.5 miles away from his home. The person who found the child indicated she had received the code red message and that was how she was able to identify the missing child.

Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Public Safety Communications

8. Budget Status Financial Report for May 2018.

Public Safety Communications Director Cullen Peltier said there have not been any unexpected surprises regarding the budget. He did not note they are having some issues with some of the console furniture, but he feels they can probably make it through this year, but he wanted to make the Committee aware of this.

Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

9. Director's Report.

With regard to the CAD project, Peltier said the vendor was on site all week and will be back again to do some updating, coding and training. Staff training and mobile users will be doing training at the end of July and into early August and the go-live is still set for August 29.

Peltier also talked about staffing and said although they have not had a lot of turnover so far this year, the challenge they are having is some higher turnover in the newer, younger employees. They come in and spend a few months in

training but then decide the job is not for them because they cannot handle it emotionally. They are looking at ways to address this in the next few months. Supervisor Borchardt asked if there are programs available to help people with the emotional aspect of the jobs. Peltier said each new hire is assigned a senior staff mentor and staff also meets with new hires weekly or more frequently depending on the needs. There is also a confidential peer support program as well as referrals to EAP or other agencies when necessary.

Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Clerk of Courts

10. Resolution regarding Reclassification of a Customer Service Clerk Position in the Clerk of Courts Table of Organization.

Clerk of Courts John Vander Leest explained the functions in his office have changed with e-filing. Currently there is an open front counter position and he noted that in the past they have had four positions that handle the front counter, but with e-filing he feels they could reduce that to three and then have a fourth position which is more of a floater Deputy Clerk position. Deputies are approved by the judges and they have the ability to take minutes in court and that function is recognized under state law. It is Vander Leest's intent to have this person learn the front counter duties as well as the e-filing que and making sure things are filed timely and deadlines are being met. The position would also learn how to clerk in court. Vander Leest hopes to find a bi-lingual candidate for the job and noted that they have had some issues lately with translators. For large, serious cases, the judges would require state certified interpreters, but for smaller more day to day duties, a bi-lingual person could assist and Vander Leest noted the Clerk of Courts is able to seek reimbursement for interpreting services which would lower the fiscal impact of this, making it close to zero. Clerk of Courts staff supports this as does the Deputy Clerk of Courts.

Buckley said from talking with Vander Leest earlier in the week, he feels this position is needed and noted that in the past Vander Leest has done a good job of keeping positions open when possible, but what was explained above makes sense and Buckley is in favor of it. Vander Leest said there are currently three open positions, but they are working on improving efficiencies and streamlining some of the process to help with that. He feels there may be candidates within the County interested in the position. Supervisor Gruszynski asked how long the position has been open and Vander Leest said it has been open since April. Gruszynski asked if Vander Leest felt he could find a qualified candidate at the salary listed in the resolution and Vander Leest responded that he did not anticipate problems filing the position at that rate. What he is really looking for is someone who is bi-lingual and that may be a bigger challenge than the pay.

Supervisor Schadewald asked about the reimbursement from the State of Wisconsin shown in the resolution. Vander Leest said that is an estimate based on 30 – 60 minutes per week of interpreting.

Motion made by Supervisor Schadewald, seconded by Supervisor Gruszynski to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Director's Report.

Vander Leest informed the State will be increasing the amount paid to court appointed attorneys by 42%, or from \$70 to \$100 per hour which will amount to hundreds of thousands of dollars. This will not be effective until January 2020, but he has worked the numbers and provided them to administration so this can be taken into consideration. Vander Leest feels this will be about a \$200,000 hit annually. The State will have to increase their grants for indigent parties and this is something they will have to deal with next session. Vander Leest feels there are some things that can be done internally such as increasing GAL deposits and looking at increasing deposits for other cases as well. Buckley asked if it would make sense for the County to hire our own GAL and Vander Leest explained that was tried in the past for a year but then stopped and it has not been something the judges have supported.

Schadewald said when department heads are looking at their budgets; they need to be looking at least two budget cycles out to address these types of things and noted that historically the State has not been coming up with help or assistance in these types of things. Vander Leest agreed and said some of this discussion can be happening now and all

the affected parties can get on board to find ways to minimize the impact to the County. There has been talk about getting a small group together to look at this which Buckley felt was a good idea.

Vander Leest continued that collections are obviously a continued emphasis for the Clerk of Courts office and said they are looking at using the state debt collectors created by the Department of Revenue. Other counties have been using this because there is more ability to collect from parties than just the traditional collection agencies. Vander Leest is looking at what debts would be appropriate to send to the state debt collectors and he noted that other counties who use this service have seen increases in their collections. He will keep the Committee advised on this.

Motion made by Supervisor Schadewald, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Sheriff

12. Budget Status Financial Report for April 2018.

Chief Deputy Todd Delain reported currently the Sheriff's Department is at 32.66% of the budget for expenses and revenues are at 33.4% of budget for the first third of the year which is right where they should be. He noted that inmate fees are running ahead but jail phone commissions are down.

Delain also provided a handout, a copy of which is attached, of jail data and related overtime at the jail as requested by Schadewald at the last meeting.

Motion made by Supervisor Schadewald, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

13. Budget Adjustment Request (18-80): Reallocation between two or more departments, regardless of amount.

This budget adjustment is to reallocate savings from PSC/TS UPS Capital Project and dollars from the General Government Contingency fund to fund the purchase of WonderWare Jail door control software that is necessary for the completion of the Jail Video Surveillance System Project. During the door software project it was realized that the software needed to be changed at the main jail at a cost of \$103,000.

Motion made by Supervisor Gruszynski, seconded by Supervisor Borchardt to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Budget Adjustment Request (18-82): Any increase in expenses with an offsetting increase in revenue.

This budget adjustment request is to increase the Sheriff's budget for state aid revenue from the Internet Crimes Against Children (ICAC) program funded through the State of Wisconsin, and increase the Supplies and Expense budget to purchase equipment for intelligence sharing with that ICAC money. This funding is technically not a grant but is similar in that it can be used to purchase small equipment items. Specifically, the funding is for five smart TVs plus wall mounts and three Android tables. These items will not be used on the county network. There is no match required for this grant and the budget impact is \$1,400.

Motion made by Supervisor Gruszynski, seconded by Supervisor Borchardt to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Update on Jail Addition – *Standing item.*

Lt. John Mitchell said the RFP committee met with perspective architects recently to tour the jail. It was a non-mandatory meeting, but there were 10 architects that showed up so he feels there should be some good competitive bidding. The architects had the opportunity to see what already is existing at the jail and have their questions answered regarding things like whether or not they will have to tie in the heating and cooling, etc. The RFP will answer submitted questions and then the final bids will come in. The RFP process is still running according to schedule.

No action taken.

16. Sheriff's Report.

No report; no action taken.

Communications

- 17. Communication from Supervisor Schadewald re: To approve the combined RFP #2236 and before the bids are awarded, they go back to the respective Committee and County Board for approval. *Referred from June County Board.***

**Motion made by Supervisor Gruszynski, seconded by Supervisor Borchardt to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

- 18. Communication from Supervisor Gruszynski re: That Brown County look at a proposal to not house federal inmates in Brown County jails. *Referred from June County Board.***

Gruszynski thanked Delain for the earlier handout and said he would like answer from the Sheriff to the following questions.

-What is the daily or monthly average of federal inmates housed in the Brown County Jail?

-Does housing federal inmates fall under the constitutional authority of the Sheriff?

-What does the Brown County contract for housing federal inmates include, such as how much is the County paying to ship out compared to what we are making as well as other parts of the contract that would be key including term of the contract, etc.

-If other counties in the state are not housing federal prisoners or if they have turned down housing federal prisoners, what are the alternatives and what would Brown County's alternatives be if we did not house federal inmates. Also, are there other counties turning them down that the Sheriff is aware of.

Schadewald noted there are only three federal courts in the state and Brown County asked for one to be located here a number of years ago, so there is some history to the housing of federal inmates.

Gruszynski said in the process of looking at jail expansion and having a debate about it holistically, he feels we should look at every option on the table. He would like to have this dialogue with the Sheriff so it is good, transparent government and included in the record, not just a conversation. Schadewald said he would also like to know what percentage of federal inmates are low risk, high risk and medium risk. Lt. Mitchell responded that federal inmates are put into two categories – either held by the US Marshall's Service or held by the Bureau of Prisoners. Those held by the Bureau of Prisoners are usually held at the work release center because they normally have work release privileges, but the number of those is very small. The rest are held by the US Marshal's Service and are usually violators who are already been transitioned out and others are being held for court and all of those are required to be held at Curry Lane. These are requirements of the federal contract and the jail gets audited on this and there cannot be a person housed downtown, even in the lockup space; they belong at the main jail where it is more of a secure facility.

Schadewald also would like to know if federal inmates were shipped out, where they would have to be shipped to. Lt. Mitchell said the US Marshall does all the transports and that would be up to them.

Buckley added that part of getting the federal courthouse here was the responsibility to house the prisoners. In 2013 the agreement was signed giving authority to the county jail under Wis. Stats. 59.27, which reads in part, "The Sheriff of the county shall do all of the following: take charge and custody of the jail maintained by the county and the persons in the jail and keep the persons in the jail personally or by deputy or jailers". The Sheriff has no intentions of eliminating the long standing agreement with federal partners and Brown County has one three federal courthouses in the state and we get a daily fee of \$70 per day for every inmate we house under this agreement.

Buckley said from Sheriff Gossage's email, which he will make sure is forwarded to the Committee, he considers the matter closed. Gruszynski asked that the communication be held for 30 days to be sure all of his questions are answered. Delain reiterated that Sheriff Gossage considers this matter closed. Gruszynski said he understands the Sheriff's position, but feels more Supervisors than just he would be interested in hearing the answers to the questions he would like answered when it comes to the entire jail issue. Gruszynski reiterated he would like to have these conversations with the Sheriff in person rather than over the phone for full transparency and to get everything out in the open. He is hesitant to have this addressed by the Sheriff via e mail because he does not want to get into a walking quorum situation.

Motion made by Supervisor Schadewald, seconded by Supervisor Borchardt to hold for 30 days to address questions presented at this meeting. Vote taken. Ayes: Schadewald, Gruszynski, Borchardt Nay: Buckley
MOTION CARRIED 3 to 1

Other

19. Audit of bills.

Motion made by Supervisor Schadewald, seconded by Supervisor Borchardt to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Such other matters as authorized by law. None.

21. Adjourn.

Motion made by Supervisor Schadewald, seconded by Supervisor Gruszynski to adjourn at 6:49 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

BROWN COUNTY SHERIFF'S OFFICE

Key Factor Report Data through June, 2018

Jail Data:

Average Daily population (including held in other counties and on EMP) - Current Month	826.0
Average Daily population (including held in other counties and on EMP) - Year to Date	815.5
Average Daily population prior year - Current month	829.8
Average Daily population prior year - Year to Date	823.7
Average Daily number housed in other counties - Current month	40.8
Average Daily number housed in other counties - Year to Date	34.0

Overtime Data:

Total Sheriff's Office overtime - Current month (note: June 2018 has 3 pay periods)	\$ 210,116.99
Total Sheriff's Office overtime - Year to Date	\$ 794,700.69
Total Sheriff's Office overtime - prior year - current month (note: only 2 pay periods)	\$ 211,863.60
Total Sheriff's Office overtime - prior year - Year to Date	\$ 902,803.69
Increase / (decrease) 2017 to 2018 Year to Date	\$ (108,103.00)